



*Be Our Guest*

# *Host or be hosted.....*

- *Guidelines*
- *Comfortable and confident*
- *Good manners*
- *Role model*
- *Success*

*Are you ready to dine with the Queen?*

*No one is perfect!*





*True or false: Once you sit at a meal table, you should place your napkin on your lap.*





*True or false: One should not begin to eat until everyone is served and the host or hostess begins.*



*True or false: A salad fork is further away from the plate than the main meal fork in a proper table setting.*





*True or false: It is considered rude to put salt and pepper on your food before tasting it.*





*True or false: Your drink is always placed on your left and solids on your right.*



*True or false: It is the hostess's responsibility to ask about dietary restrictions.*

## **MOST COMMON FOOD ALLERGENS**



**TREE NUTS**



**SOY**



**FISH**



**PEANUTS**



**SHELLFISH**



**EGGS**



**WHEAT**



**DAIRY**

*True or false: When you are completely finished with your meal, you should place your knife and fork with tines facing downward anywhere on your plate.*





*True or false: Bread or rolls should be sliced  
and buttered prior to eating.*



*True or false: If you need to leave the table in the middle of a meal, you should place your napkin on the chair.*





*True or false: One should never cross his or her legs under the table.*





*True or false: If you drop a piece of silverware, you must pick it up immediately.*



*True or false: If someone brings food or drink as a hostess gift, you should serve it that evening.*



# *What is your style?*

- *Where will you entertain?*

- *Formal or informal?*

- *Pick a theme*

*Build your own pizzas or sundaes.*

- *Resources on website*





# Invitations

- *Evite, hand written, printed*
- *Two weeks in advance, three in busy season*
- *Save the date*
- *Attire*
- *Children*
- *Formal events:  
two levels up  
and one level  
down*



# *Hostess Gifts*

- *Occasions that warrant a hostess gift are when you are being served a meal or are a houseguest*
- *A gift is not mandatory, but often appropriate*
- *Attach a note or calling card*



# *RSVP*



*Some rules of etiquette can be bent to meet your needs, but this is not one of them.*



*As a guest, RSVP in 2-3 days if possible.  
As a host, follow up with a phone for RSVPs*



# *At the party....*

## *As a guest:*

*Be on time...not early not late*

*Don't monopolize the host's time*

*Move from group to group, meeting many people*

*Thank the host/hostess as you leave*

*Nametags on the right side*

## *As a host:*

*Greet your guests*

*It's your job to mingle*

*Introduce new guests to different groups...connect people*

*Allow guests to help if they ask*

## *Introductions:*

*Present a man to a woman, younger to older, junior to senior*

*"It's so nice to see you"*





# *Thank Yous*

*Acknowledge a gift or event within a 2-3 days*

*While hostess gifts are optional,  
thank yous are not.*

*Thank you notes should match  
the dignity of the occasion*

*Sent to hostess with the host  
mentioned in the note.*



**A SIMPLE NOTE TO SAY  
THANK YOU**



# *Websites and Resources*

- [www.Entertaining.about.com](http://www.Entertaining.about.com)
- [www.Perfectpotluck.com](http://www.Perfectpotluck.com)
- [www.tableclothsfactory.com](http://www.tableclothsfactory.com)
- [www.invitationconsultants.com](http://www.invitationconsultants.com)
- [www.styleblueprint.com](http://www.styleblueprint.com)
- *Entertaining Diva – Table settings, napkins folding, wine pairings, proper glasses, etc.*
- *There are many reference guides posted on the Cornerstone webpage.*



*Questions,  
Comments  
or Ideas?*